

**THE TULALIP TRIBES**  
**TGO/QCC/BINGO**  
**Job Description**

**JOB TITLE:** Front Line Cashier (10 positions)

**POSITION NUMBER:** TGO-004-06

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

**EDUCATION:**

- ☐ High School Diploma or GED equivalent.
- \*If applicant does not meet this requirement, employer will allow 6 months from date of hire to meet this job requirement, as a condition of employment.

**SKILLS:**

- ☐ Must have good oral and written communication skills.
- ☐ Must demonstrate excellent team member and guest relationship skills.
- ☐ Must have good math skills (**Test required**).
- ☐ Ability to operate ten key.

**EXPERIENCE:**

- ☐ Minimum of six (6) months guest service experience.
- ☐ Minimum of six (6) months cash handling experience.

**OTHER REQUIREMENTS:**

- ☐ Must be able to pass an agility test to determine if physically capable to perform the essential functions of the job.
- ☐ Will be responsible for the delivery of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must successfully complete and pass a National Indian Gaming Commission background investigation.
- ☐ Must be able to obtain a Class III certification, and be licensed, with the Washington State Gambling Commission and Tulalip Tribal Gaming Agency.
- ☐ Must be able to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must have successful employment history with Tulalip Tribes and/or other employers.

**Physical Characteristics and/or Prerequisites:**

- ☐ Manual and finger dexterity to perform routine paperwork.
- ☐ Stamina to stand and/or walk for extended periods of time.
- ☐ Ability to lift up to 25lbs. on an occasional basis.
- ☐ Tolerance to be exposed to a smoke filled environment.
- ☐ Must have patience and tolerance to work with angry or upset customers.
- ☐ Manual and finger dexterity to handle money and gaming chips.

**Tribal Department:** Cage Department

**Employee Classification:** Non-exempt

**Job Summary:** Performs Cage Cashier's duties according to departmental policy and procedure. Promotes positive customer relations. Accurately and quickly handles a variety of money transactions.

**Employee Reports To:** Cage Supervisor

**Extent of Job Authority:** To perform Cage Cashier duties in compliance with casino policies under the supervision of the Casino Cage Supervisor. Responsible for assigned bank drawers.

**Specific Duties Performed:**

1. Directs guest disputes, questions and/or suggestions to supervisor as necessary.
2. Receive and exchanges cash, tickets and gaming chips from patrons.
3. Prepares the cash drawer reconciliation and accounting records.

4. Demonstrates positive guest and team member's relations.
5. Responsible for ticket pay outs in accordance with departmental procedures, internal controls, and other regulations.
6. Directs customer questions, complaints, and suggestions to appropriate supervisor as necessary.
7. Performs other work-related duties as requested by the Cage Supervisor.

**Terms of Employment:** This is a Regular Full-time position requiring 40 hours per week, or 2080 hours per year.

**Pay Rate:** \$12.98 per hour

**Opening Date:** January 9,2006

**Closing Date:** January 20,2006 at 4:00 pm.

**Please return your completed application, to the 1<sup>st</sup> floor casino receptionist, by the closing date and time, to the Tulalip Casino at 10200 Quil Ceda Blvd. Tulalip, WA 98271.**